

Agency Name						
Division #		Division Name				
	Index #	RDA #	RDA Title	Status	Retention	Disposition

<b>144-FINANCIAL INSTITUTIONS</b>						
/6100/		SECURITIES REGULATION				
	1	00124000	ENFORCEMENT FILES	Renewal	EVT+25	DEST

<b>145-INSURANCE</b>						
/300/		FINANCIAL ANALYSIS AND EXAMINATIONS				
	2	00020000	BIOGRAPHICAL DATA-OFFICERS AND DIRECTORS OF DOMESTIC COMPANIES	Amended	EVT	DEST
		Confidential change to 'no'.				
	3	00025000	TOWN MUTUAL INSURER ANNUAL STATEMENTS	Amended	CR+5	SHSW
/310/		MARKET REGULATION				
	4	00048000	MARKET CONDUCT WORKPAPERS	Amended	EVT+10	DEST

<b>155-PUBLIC SERVICE COMMISSION</b>						
/155R/		PSC-RAILROADS, OFF. OF THE COMMISSIONER				
	5	00030000	CENTRAL INDEX TO RAILROAD RECORDS	Pending	EVT+49	SHSW
		Description amended.				
	6	00032000	RAILROAD PATENTS	Pending	EVT+49	SHSW
		Description amended.				
	7	00033000	RAILROAD INCORPORATIONS, RESOLUTIONS AND CHARTER DOCUMENTS	Pending	EVT+7	SHSW
		Retention changed to 7 years: Event changed to 'Date of Dissolution'.				
	8	00034000	RAILROAD STOCKHOLDERS AND STOCKHOLDER PROXY LISTS	Pending	EVT+10	DEST
		Withdrawn by agency.				
	9	00035000	RAILROAD MORTGAGES AND TRUST DEEDS	Pending	EVT+49	SHSW
		Description amended.				
	10	00036000	QUIET ZONE FILES	Pending	EVT+3	DEST

<b>245-STATE HISTORICAL SOCIETY</b>						
/245/		STATE HISTORICAL SOCIETY OF WISCONSIN				
	11	00150000	PROJECT FILES-LIBRARY-ARCHIVES	Renewal	EVT+1	SHSW

<b>285A-UW MADISON</b>						
/530223/		<i>MED SCH- CENTER FOR CLINICAL TRIALS</i>				
	<b>12</b>	53001862	CLINICAL TRIALS REGULATORY DOCUMENTS; CLINICAL STUDIES, TRIALS AND	Pending	EVT+20	DEST
/531800/		<i>MED SCH - EYE PATHOLOGY LABORATORY</i>				
	<b>13</b>	53001860	HISTOLOGY PARAFFIN BLOCKS ON EYE TISSUE	Pending	CR+10	DEST
/538500/		<i>POPULATION HEALTH SCIENCES</i>				
	<b>14</b>	53001861	DPHS CLINICAL RESEARCH STUDIES, TRIALS AND PARTICIPANT STUDY REC	Pending	CR+75	DEST

<b>285B-UW MILWAUKEE</b>						
	<b>15</b>	00285000	STUDENT PRACTICUM FILES	Renewal	EVT+40	DEST

<b>370-NATURAL RESOURCES</b>						
	<b>16</b>	00551000	DISABLED HUNTING PERMIT APPLICATIONS	Amended	EVT+10	DEST
	<b>17</b>	01143000	WATER USE SYSTEM DATA	Pending	P	PERM
	<b>18</b>	01144000	WATER USE REGISTRATION	Pending	EVT+3	DEST
	<b>19</b>	01145000	WATER USE FEE	Pending	EVT+3	SHSW
			<b>Disposition changed to 'Transfer to Historical Society'.</b>			
	<b>20</b>	01146000	HIGH CAPACITY WELL APPROVAL APPLICATION REVIEW - APPROVED/LAPSE	Pending	EVT+3	SHSW
			<b>Disposition changed to 'Transfer to Historical Society'.</b>			
	<b>21</b>	01147000	WATER USE REPORTING	Pending	EVT+3	DEST
	<b>22</b>	01148000	WATER USE PERMITS	Pending	EVT+3	DEST
	<b>23</b>	01149000	GREAT LAKES BASIN WATER DIVERSIONS - PAPER	Pending	EVT+3	DEST
	<b>24</b>	01150000	GREAT LAKES BASIN WATER DIVERSIONS - ELECTRONIC	Pending	P	PERM
	<b>25</b>	01151000	WATER LOSS APPROVALS - PAPER	Pending	EVT+3	DEST
	<b>26</b>	01152000	WATER LOSS APPROVALS - ELECTRONIC	Pending	P	PERM
	<b>27</b>	01153000	WATER SUPPLY SERVICE AREA PLANS - PAPER	Pending	EVT+3	DEST
	<b>28</b>	01154000	WATER SUPPLY SERVICE AREA PLANS - ELECTRONIC	Pending	P	PERM
	<b>29</b>	01155000	WATER CONSERVATION AND EFFICIENCY PLANS	Pending	EVT+3	DEST
/080/		<i>OFFICE OF THE SECRETARY</i>				
	<b>30</b>	00360000	SECRETARY SPEECHES, PRESENTATIONS, ETC.	Amended	EVT	SHSW
	<b>31</b>	00361000	SECRETARY'S POLICY CASE FILES	Amended	EVT+20	SHSW
	<b>32</b>	00362000	SECRETARY'S CORRESPONDENCE AND NUMBERED LETTERS	Amended	EVT+0/3	DEST

410-CORRECTIONS						
	<b>33</b>	00055A00.	EXECUTIVE DIRECTIVES - INDEX	Renewal	EVT	DEST
	<b>34</b>	00056000	PUBLIC RECORDS REQUESTS - OFFICIAL RECORD	Amended	EVT+7	DEST
	<b>35</b>	00056A00.	PUBLIC RECORDS - PROCEDURAL	Renewal	EVT	DEST
	<b>36</b>	00056B00.	PUBLIC RECORDS REQUEST TRACKING SYSTEM - INPUTS AND OUTPUTS	Pending	EVT+7	DEST
	<b>37</b>	00057000	RESEARCH PROJECTS CASE FILE - APPROVED PROJECTS	Amended	EVT+7	SHSW
	<b>38</b>	00057A00.	RESEARCH PROJECTS CASE FILE - DENIED/WITHDRAWN	Renewal	EVT+3	DEST
	<b>39</b>	00057B00.	RESEARCH PROJECTS CASE FILE - NO PROTOCOLS RETURNED	Renewal	EVT+2	DEST
	<b>40</b>	00057C00.	RESEARCH PROJECTS CASE FILE - OFFENDER RESEARCH LOGS	Renewal	EVT	DEST
	<b>41</b>	00072000	ADULT INSTITUTION CASE FILES	Amended	EVT+7	SHSW
	<b>42</b>	00082000	FRATERNIZATION POLICY - EXCEPTIONS	Renewal	EVT	DEST
	<b>43</b>	00083000	LITIGATION FILES - ALL EXCEPT LEGAL COUNSEL FILES	Amended	EVT+7	DEST
	<b>44</b>	00209000	ADULT INSTITUTION CASE FILES - SEX OFFENDER	Pending	EVT+60	DEST
	<b>45</b>	00210000	ADULT INSTITUTION CASE FILES - SEX OFFENDER (DECEASED)	Pending	EVT+7	DEST
	<b>46</b>	00237000	DEPARTMENTAL INTERNAL POLICIES AND PROCEDURES	Pending	EVT+75	DEST
	<b>47</b>	00238000	SUBJECT FILE - USED FOR POSITIONS EXCEPT APPOINTED STAFF OR EQUI	Pending	EVT	DEST
	<b>48</b>	00239000	ADULT INSTITUTION CASE FILES - ICC AND IGA	Pending	EVT+7	DEST
	<b>49</b>	00240000	MOVEMENT OF POPULATION	Pending	EVT+100	DEST
	<b>50</b>	00241000	TRANSFER FILE CHECK-IN LOGS	Pending	EVT+2	DEST
	<b>51</b>	00242000	OFFENDER FILE TRANSFER LISTS	Pending	EVT+0/1	DEST

435-HEALTH SERVICES						
	<b>52</b>	00978000	MEDICATION ERROR REPORTS	Amended	EVT	DEST
			<b>Withdrawn by agency.</b>			
/108/			<i>DPH - COMMUNICABLE DISEASE</i>			
	<b>53</b>	01114000	AIDS/HIV LABORATORY TEST REPORT	Pending	EVT+1	DEST
/219/			<i>DLTC - SOUTHERN WISCONSIN CENTER</i>			
	<b>54</b>	00905000	BEHAVIOR TREATMENT TECHNIQUE COMMITTEE CHECKLIST/SCREENING S	Amended	EVT+4	DEST
	<b>55</b>	00957000	HEALTH CARE SERVICES PROVIDED DATA	Amended	CR+0/1	DEST
/500/			<i>DMHSAS - ADMINISTRATION</i>			
	<b>56</b>	00935000	CLIENT RIGHTS OFFICE PROGRAM FILES	Amended	CR+30	SHSW
	<b>57</b>	00941000	CLIENT GRIEVANCE DATA AND STATISTICS	Amended	EVT+10	DEST

<b>437-CHILDREN &amp; FAMILIES</b>						
	<b>58</b>	00682000	LICENSING FILES -- APPROVED FACILITIES	Amended	EVT+6	DEST
			Description amended.			
	<b>59</b>	00682A00.	LICENSING FILES -- DENIED / REVOKED FACILITIES	Amended	EVT+10	DEST
			Description amended.			
/300/		<i>MILWAUKEE CHILD WELFARE, BUREAU OF: SAFETY AND PERFORMANCE, DIVISION OF</i>				
	<b>60</b>	01057000	CHILD PROTECTIVE SERVICES CASE FILES	Amended	EVT+20	DEST
			Description amended.			

<b>445-WORKFORCE DEVELOPMENT</b>						
/150/		<i>OFFICE OF THE SECRETARY</i>				
	<b>61</b>	00041000	LEGAL COUNSEL ADMINISTRATIVE FILES	Renewal	CR+7	SHSW
/750/		<i>WORKFORCE TRAINING</i>				
	<b>62</b>	00334000	WISCONSIN EMPLOYER AND JOB ORDER RECORDS	Amended	EVT+2/1	SHSW

<b>475-DISTRICT ATTORNEYS</b>						
/475/		<i>DISTRICT ATTORNEYS</i>				
	<b>63</b>	00142000	TRAFFIC, MISDEAMEANOR, CIVIL OR RELATED CASES - ADULT	Renewal	EVT+3	DEST
	<b>64</b>	00143000	FELONY CASES-ADULT, PUNISHABLE BY LIFE IMPRISONMENT	Renewal	EVT+50	DEST
	<b>65</b>	00144000	FELONY CASES - ADULT, PUNISHABLE BY A MAX IMPRISONMENT OF 20 YRS	Renewal	EVT+20	DEST
	<b>66</b>	00145000	FELONY CASES-ADULT, PUNISHABLE BY A MAXIMUM IMPRISONMENT OF LESS	Renewal	EVT+10	DEST
	<b>67</b>	00146000	JUVENILE CASE FILES - ALL TYPES	Renewal	EVT+3	DEST
	<b>68</b>	00147000	DISTRICT ATTORNEY ADULT CASE FILES - HISTORICALLY SIGNIFICANT	Renewal	EVT+50	SHSW
	<b>69</b>	00148000	OTHER DISTRICT ATTORNEY RECORDS	Renewal	EVT+6	DEST

<b>505-ADMINISTRATION</b>						
/900/		<i>INTERGOVERNMENTAL RELATIONS</i>				
	<b>70</b>	00161000	MUNICIPAL BOUNDARIES AND CERTIFICATES OF INCORPORATION	Pending	P	PERM
			Description amended.			

<b>515-EMPLOYEE TRUST FUNDS</b>						
/700/		<i>ETF DEPARTMENT RECORDS</i>				
	<b>71</b>	00052A00.	ETF EMPLOYER CONTRIBUTION RATE HISTORY	Renewal	P	PERM
	<b>72</b>	00148000	DATA/DATABASE CHANGES AND SERVICE REQUESTS	Amended	EVT+10	DEST

<b>550-PUBLIC DEFENDER'S OFFICE</b>					
/3000/		TRIAL DIVISION			
	<b>73</b>	00004000	TRIAL CASE FILES - ALL OTHERS	Amended	EVT+7 DEST

<b>575-SECRETARY OF STATE</b>					
/004/		GOVERNMENT RECORDS DIVISION			
	<b>74</b>	00050000	OATHS	Pending	P PERM

<b>GENERAL SCHEDULES</b>					
	<b>75</b>	VARIOUS	INFORMATION TECHNOLOGY AND RELATED RECORDS	Amended	
			<b>IT000026-Description amended</b>		
	<b>76</b>	VARIOUS	WISCONSIN PUBLIC LIBRARIES	Renewal	
			<b>Withdrawn by agency</b>		

**COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT**

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

COUNTIES						
/008/		CALUMET COUNTY				
	77	00001000	PERPETUAL CARE OF VETERANS' GRAVES AGREEMENTS	Amended	P	PERM
			Title and description amended.			
/067/		WAUKESHA COUNTY				
	78	00001000	WAUKESHA COUNTY: COUNTY WIDE SCHEDULES	Amended		
			WHS Notifications updated as requested.			

MUNICIPALITIES						
/013251/		CITY OF MADISON				
	79	GS000060.	UNSUCCESSFUL BIDS	Pending	EVT+0/3	DEST
/013251/34/		INFORMATION SERVICES				
	80	IT000020.	ARCHIVED WEBSITES	Pending	EVT+1	DEST
			Description amended.			
/041251/		CITY OF MILWAUKEE				
	81	00123000	CITY WIDE GENERAL SUBMISSIONS	Amended		
			Dispositions updated as requested.			
/054206/		CITY OF BELOIT				
	82	00123000	CITY WIDE GENERAL SUBMISSION	Pending		
			Description amended.			
/060281/		CITY OF SHEYBOYGAN				
	83	00123000	CITY WIDE GENERAL SUBMISSION	Pending		

292-TECHNICAL COLLEGE SYSTEM						
		FOX VALLEY TECHNICAL COLLEGE				
/292.04/115/		FOUNDATION				
	84	FOUND100.	GIFT DOCUMENTATION	Pending	EVT+7	DEST
			Confidential change to 'no'.			
	85	FOUND101.	FUND AND SCHOLARSHIP ESTABLISHMENT FORMS	Pending	EVT+7	DEST

	<b>86</b>	FOUND102.	FUND RAISING EVENTS	Pending	CR+7	DEST
/292.04/117/		<i>GENERAL EDUCATION</i>				
	<b>87</b>	GENED100.	GENERAL EDUCATION AND BASIC SKILLS STATISTICS	Pending	EVT+1	DEST
	<b>88</b>	GENED101.	GENERAL EDUCATION DEGREE (GED) FORMS	Pending	CR+2	DEST
	<b>89</b>	GENED102.	STUDENT RECORDS	Pending	CR+10	DEST
	<b>90</b>	GENED103.	LABORATORY SAFETY CONTRACTS	Pending	EVT+1	DEST
			<b>Description amended.</b>			
/292.04/135/		<i>HUMAN RESOURCES</i>				
	<b>91</b>	HUMRS100.	COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)	Pending	CR+6	DEST
			<b>Confidential change to 'no'.</b>			
	<b>92</b>	HUMRS101.	STUDENT ACCIDENT SICKNESS HEALTH INSURANCE	Pending	EVT+7	DEST
	<b>93</b>	HUMRS102.	SUMMARY PLAN DESCRIPTIONS	Pending	CR+6	DEST
/292.04/150/		<i>INSTRUCTION</i>				
	<b>94</b>	INSTR100.	NEW PROGRAM & CERTIFICATE DEVELOPMENT; DISCONTINUED PROGRAM	Pending	EVT+7	DEST
	<b>95</b>	INSTR101.	COURSE CURRICULUM	Pending	EVT+7	DEST
	<b>96</b>	INSTR102.	INSTRUCTOR CLASS INFORMATION	Pending	EVT+0/6	DEST
	<b>97</b>	INSTR103.	CORRESPONDENCE BETWEEN FACULTY AND STUDENTS	Pending	EVT+3	DEST
	<b>98</b>	INSTR104.	EVALUATION	Pending	EVT+3	DEST
	<b>99</b>	INSTR105.	ACADEMIC APPEALS	Pending	EVT+3	DEST
	<b>100</b>	INSTR106.	ARTICULATION AGREEMENTS	Pending	EVT+3	DEST
/292.04/210/		<i>NCJTC</i>				
	<b>101</b>	NCJTC100.	CURRICULUM DEVELOPMENT	Pending	EVT+3	DEST
	<b>102</b>	NCJTC101.	COURSE/CLASS/EVENT MATERIALS	Pending	EVT+3	DEST
	<b>103</b>	NCJTC102.	CLASS EVALUATIONS	Pending	EVT+3	DEST
	<b>104</b>	NCJTC103.	STATEMENTS OF WORK	Pending	EVT+3	DEST
	<b>105</b>	NCJTC104.	TASK ORDER FILES	Pending	EVT+3	DEST
	<b>106</b>	NCJTC105.	ASSESSMENTS/POLLS	Pending	EVT+3	DEST
/292.04/220/		<i>PRESIDENTS OFFICE</i>				
	<b>107</b>	PROFF100.	COMPLAINT LOG	Pending	EVT+7	DEST
			<b>Confidential citation provided.</b>			
/292.04/225/		<i>PUBLIC SAFETY</i>				
	<b>108</b>	PSFTY100.	EMERGENCY MEDICAL SERVICES (EMS) TRAINING CENTER	Pending	EVT+7	DEST
	<b>109</b>	PSFTY101.	REPORT - EMERGENCY MEDICAL SERVICES (EMS)	Pending	CR+5	DEST
	<b>110</b>	PSFTY102.	INSTRUCTOR CERTIFICATION RECORDS	Pending	CR+5	DEST

	<b>111</b>	PSFTY103.	STATE SUMMARY/CERTIFICATION APPLICATION	Pending	EVT+2	DEST
	<b>112</b>	PSFTY104.	FIRE TRUCK LADDER SAFETY LOAD TEST	Pending	EVT+7	DEST
			<b>Retention changed to 7 years.</b>			
	<b>113</b>	PSFTY105.	HYDROSTATIC TESTING	Pending	EVT+2	DEST
	<b>114</b>	PSFTY106.	WILDLAND FIRE CERTIFICATION	Pending	EVT+7	DEST
			<b>Confidential change to 'no': Description amended.</b>			
	<b>115</b>	PSFTY107.	WILDLAND FIRE ACKNOWLEDGEMENT	Pending	EVT+7	DEST
			<b>Description amended.</b>			
	<b>116</b>	PSFTY108.	FIRE PROTECTION	Pending	CR+7	DEST
			<i>LAKESHORE TECHNICAL COLLEGE</i>			
/292.10/118/			<i>COLLEGE NURSE</i>			
	<b>117</b>	NURSE110.	HEALTH VERIFICATION FORM	Amended	CR+10	DEST

**Status and Disposition Legend**

Pending: Submission had not been reviewed before  
 Amended: Submission has changes from previous version  
 Renewal: Submission has no changes from previous version

DEST: Destroy or Destroy Confidential  
 SHSW: Transfer to Wisconsin Historical Society  
 UW TRANS: Transfer to UW Archives  
 TRANS OTR: Transfer as noted on submission  
 PERM: Retain Permanently